



ABIGAIL MARTIN

ADMINISTRATIVE ASSISTANT THEATRE ARTIST

I'm eager to bring my skills in customer service, communication, and organization to theatre environments – supporting box office operations and social media efforts that connect audiences with powerful performances, foster community, and showcase the company's artistic vision.

EDUCATION

- West Texas A&M University 3.9 GPA
Canyon, Texas
Summa Cum Laude Graduate, May of 2024
Bachelors of Fine Arts in Musical Theatre
- Amarillo High School 4.0 GPA
Amarillo, Texas
May 2020 Graduate

CONTACT

- abigailkmartin.business@gmail.com
- (806) 420-2961
- abigailkmartin.com

SKILLS

- Box Office Management
- Communication Skills
- Social Media Management, Planning, & Creation (Instagram, Facebook, Youtube, TikTok, X)
- Video & Photo Editing (Canva, Picsart, Final Cut Pro, iMovie)
- Physical & Digital Organization
- Strong Work Ethic
- Proficient on Tix
- Proficient on Google Workspace
- Budgeting & Cash Handling
- Time Management
- Improvisation Skills
- Team Player
- Enthusiastic and Comedic!

EXPERIENCE

- **Brownville Village Theatre | Box Office Supervisor**
May-August 2023, 2024, & 2025
 - Served as Box Office Staff (2023) and promoted to Box Office Supervisor (2024–2025), overseeing all patron communication and ticketing through Tix
 - Managed all incoming phone calls, emails, and in-person reservations efficiency
 - Acted as the primary liaison between patrons, Board Members, and directors, streamlining communication across departments
 - Oversaw theatre budgeting, account deposits, and financial documentation
 - Scheduled and coordinated publicity opportunities and community partnerships to increase visibility and attendance
 - Created and managed all social media content (Instagram & Facebook) for three consecutive summer seasons, including videos, posts, and paid ad campaigns
 - Increased audience engagement through strategic posting, branding consistency, and targeted ad boosts
- **Amarillo Little Theatre | Production Assistant**
August-October 2020, October-December 2024
 - Coordinated and scheduled all rehearsals, maintaining clear and consistent communication with cast via daily call sheets
 - Served as communicator between cast and production team, ensuring timely updates and smooth workflow
 - Provided hands-on support to the production team, anticipating and responding to day-to-day needs
 - Designed and operated sound for the full productions via QLab
- **Martins Sheetmetal, Inc. | Administrative Assistant**
June 2019-February 2025
 - Recorded and organized invoices, tracking company budgets using Google Workspace
 - Maintained accurate financial records for the company
 - Communicated directly with customers regarding order details and invoice needs
 - Directed incoming calls to appropriate departments